



COMDTINST 1500.1

JUN 25 1996

COMMANDANT INSTRUCTION 1500.1

Subj: CHIEF WARRANT OFFICER INDOCTRINATION COURSE

Ref: (a) Personnel Manual, COMDTINST M1000.6A

1. PURPOSE. To establish policy and procedures for attending the Chief Warrant Officer Indoctrination Course.
2. ACTION. Area and district commanders, commanders maintenance and logistics commands, commanding officers of Headquarters units, Commandant (G-A, G-H, G-L, G-M, G-O, G-S, and G-W) and special staff offices at Headquarters shall ensure compliance with the provisions of this directive.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION.
 - a. The Chief Warrant Officer (CWO) Indoctrination Course is a 26-day program to prepare all newly commissioned CWOs for their transition into the officer community. The course is held at the Navy's Limited Duty Officer, CWO School at Naval Aviation Schools Command, Pensacola, Florida.
 - b. The successful transition to CWO depends on both individual effort and the Coast Guard's ability to prepare the member for a new leadership role as a commissioned officer.

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- c. Both Navy and Coast Guard personnel provide instruction. A general course outline follows.

<u>Topic</u>	<u>General Description</u>
Military Organization	Service etiquette, sword manual, military drill, uniforms and personnel inspections.
Military Law	NJP, courts-martial, investigations and Code of Conduct.
Written Communications	Intense refresher in English grammar and written exercises.
Oral Communications	Speech preparation and nonverbal communication.
Administration	Officer and enlisted records, performance evaluations, directives, correspondence, classified materials, promotions, pay and allowances and survivor benefits.
Division Officer	Policy statements, responsibilities, special trust and confidence, drug and alcohol abuse awareness, career management, customs and courtesies and damage control.
Organization and Defense	National security, Navy and Coast Guard organization and U.S. defense strategies.
Physical Readiness	Physical conditioning program.

- d. Instructors place great emphasis on military bearing during the course. CWOs serve as role models for all personnel. The tropical blue long uniform with combination cap is prescribed for all course-related

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- d. (con't) activities. From 1 November to 1 April, Service Dress Blue Bravo is prescribed for personnel inspections. The windbreaker and wooly pulley sweater are optional. Women must have skirt, slacks and service dress shoes (heels). Service shoes low quarter with top stitching are optional for classroom activities.
- e. The Navy has an active physical training curriculum built into the course which requires its members to participate in physical readiness training (PRT) three times weekly. There is no PRT test; however, members are HIGHLY encouraged to begin an exercise program well before attending. The Navy's PRT program is only part of the Navy's health and wellness program. Navy blue gym shorts, white socks and gray t-shirt are required. USCG lettering on t-shirts or shorts is authorized. During winter months navy blue or gray sweats are encouraged. Reimbursement is not authorized for any item purchased for PRT.

5. POLICY AND PROCEDURES.

- a. The CWO Indoctrination Course is mandatory for all CWOs appointed on or after 1 June 1994.
- b. The CWO Indoctrination Course prepares the individual for the transition to the officer community. Members shall attend the course within one year of appointment. Waivers to the course are not granted unless the member has an approved retirement request on file with an effective date within one year of appointment to CWO. Graduation from the Chief Petty Officer's Academy is not a substitute for the CWO Indoctrination Course.
- c. Members receiving transfer orders or an approved commissioning date from CGPC-opm are automatically placed on Training Quota Management Center's (TQC) waiting list for available quotas to the indoctrination course. Submitting "Short Term Training Request" (CG-5223) is not authorized. Normally the Navy convenes a new class every two to three weeks. TQC accepts calls from the individual's command, the command receiving the individual and the individual. Where possible the two commands should coordinate available dates. The goal is to schedule a member as close to the commissioning or PCS date as possible; this allows the smoothest possible transition. Commands should keep in mind the Navy promotes a majority of its CWOs and LDOs at the beginning of the fiscal year versus the Coast Guard's June promotion schedule.

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- d. Address requests for class cancellations or amendments by message to TQC, Info Commandant (G-WTL) and the Navy's Aviation Schools Command (NAVAVSCOLSCOM PENSACOLA FL //CODE 05//). Include course title, number and class convening date on subject line of the message. Cancellation must be received not later than two weeks before the class convening date to allow enough time to reassign the quota.
- e. Actual commissioning dates cannot always coincide with class convening dates. If a member will not be appointed before the class convening date, TQC shall request frocking authority from CGPC-opm-1. The provisions of reference (a) apply with regard to entitlements under this authority.
- f. Commands shall hold CWO appointees strictly accountable to reference (a). Successfully completing the CWO Indoctrination Course depends on the member's full participation in both classroom and physical readiness training. Failure to successfully complete the course will result in the senior Coast Guard instructor's placing an Administrative Remarks (CG-3307) entry in the member's permanent record.



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